Exercise Guide for

OM210

Organizational Management for Agencies

Disclaimer: The position action scenarios and exercises included in this course have been created solely for the purposes of training.

Table of Contents

2:1 – Exercise: Log on SAP

Scenario

You need to log on the SAP training client so that you can complete course exercises.

Instructions

Use the steps and data presented below to log on SAP in the classroom.

1. Access the SAP portal web page.
   https://trg-mybeacon.its.state.nc.us
2. Enter the User ID and password that is assigned to your classroom PC.
3. Click on the Log on button.
4. Click **Yes** to confirm the security message displayed.
5. Click the SAP GUI tab.
6. Click the training client specified by your instructor.
7. Stop when you reach the SAP Easy Access screen.

2:3 - Exercise: Create a New Full-time Banded Position

ZOMA069

Scenario

The Western office of the History Department of Cultural Resources has requested more building and environmental technicians. The new position will be:

- Available the first day of the next calendar quarter.
- Permanent, full-time position working forty hours per week.
- Subject to FLSA overtime.

Instructions

Use the steps and data presented below to create the full-time graded position. Also, if required, refer to the OM Field glossary for the complete definitions of the data fields that are on the Create New Position action screens.

NOTE: Use the Tab key rather than the Enter key to move through the fields on this screen.

1. Enter transaction code **ZOMA069,** for Position Actions, in the **Command** field and then click (Enter) to display the initial screen for the transaction.
2. Type or select **100**, for Create New Position, in the **Action** field.
3. Click (Enter) to continue. The screen is refreshed to display additional fields.
4. Type or select the effective start date of the position action in the **Valid from** field in the mm/dd/yyyy format. For this exercise, the position is effective on the first day of the next calendar quarter.

   Observe that 12/31/9999 is the default in the Valid to field.
5. Click (Create). The Create New Position – CREATE screen displays with the General tab active.
6. Complete the following fields on the General tab:

Field	Value
Position	
Position abbr.	**8800XXXX0001** (Use agency required naming convention.)
Position Name	**Building & Environmental Technician_XX**, where XX is your initials. (You will only use the initials in the training class, not at your workplace.)

7. Accept the default selection of the Open radio button to indicate that the position is not filled by an employee.

8. Complete the following fields on the General tab:

Field	Value
Position (continued)	
Company Code	**NC01** (**Note**: The State of North Carolina will use two company codes: NC01 and NC02. All agencies, except Transportation and Employment Security Commission, use NC01.)
Personnel area	**4601** for Cultural Resources
Business Area	**4600** for Cultural Resources
Pers. Subarea	**NC01** for 7 day Interface
Employee Group	**SPA Employees**
EE subgroup	**B1**, for Full-time, Subject to FLSA overtime, permanent **Note:** Using the matchcode on this field may take several minutes, depending on system performance.
Hours per week	**40**
County Code	**011** for Buncombe
Position Types	**None**
Position Relationships	
Org Unit	**20010236** for CR CDS A&H HIS RES Western Office
Job	**30005055** for Bldg & Env A
Reports To	**60083644** for Archives & History Regional Supervisor
SOC Code	**372010** You must press Enter to access this field.

9. Click (Enter) to validate your data entries and to populate the Pay Grade tab.

10. Click (Save) to save the information entered on the General tab. The system displays the message, "Position ######## was successfully created" where ######## is the 8-digit position number that was assigned by SAP.

    NOTE: SAP will hold the position number in the Planned status until the workflow has gone through the entire approval process. Once the workflow is approved, all of the data for the position will be moved into the Active status. If the workflow is rejected or cancelled, the data will be moved into the Rejected status on the position. Once a position number has been assigned, BEST Shared Services can also view this position in SAP.

IMPORTANT: Write the position number that was generated by SAP for your position here: ________________________.

NOTE: We recommend, as a best practice, that you record the position number generated by SAP on an appropriate business document for future inquiry in SAP.

11. Click the **Address** tab to continue. The screen refreshes and displays the data fields for address information. A position can have one or more of these three address records (subtypes): courier, main, and mailing.
12. Select **Courier** in the **Subtype** field.
13. Complete the following fields on the Address tab using title case for the data entry convention:

Field	Value
House no/street	CS# 17-27-03
PCode/City	27704 Durham
Country	USA (may default)
Region (State)	NC (may default)
Telephone number	919-555-1212
Fax number	919-555-1313

14. Click (Enter) to validate your data entries.

    NOTE: Do Not Save between address types. This will lock the record and will require exiting the record and coming back into the record in Change (Edit) mode.
15. Select **Mailing Address** in the **Subtype** field.
16. Click Get Address to clear the previously displayed address.
17. Complete the following fields on the **Address** tab using title case letters for the data entry convention:

Field	Value
House no/street	PO Box 2600
PCode/City	27704 Durham
Country	USA (may default)
Region (State)	NC (may default)
Telephone number	919-555-1212
Fax number	919-555-1313

18. Click (Enter) to validate your address data entry, but do not click Save.
19. Select **Main Address** in the **Subtype** field.
20. Click Get Address to clear the previously displayed address.

21. Complete the following fields on the Address tab using title case letters for the data entry convention:

Field	Value
House no/street	2612 N Duke St
PCode/City	27704 Durham
Country	USA (may default)
Region (State)	NC (may default)
Telephone number	919-555-1212
Fax number	919-555-1313

22. Click (Enter) to validate your data entries.
23. Click (Save) to save the main address information entered on the Address tab. The system displays the message, "Position ######## Address data successfully created," where ######## is the 8-digit position number that was assigned by SAP.
24. Click the **Time** tab to continue. The screen refreshes and displays the data fields required for time entry and payroll calculation rules. A position can have one or more of these three fields.

Field	Value
Holiday Payout Period	
Comp Aging Limit	365 Days
Night Shift Premium	
Night Shift Prem Rate	10%
Holiday Premium Rate	
Holiday Premium Rate	50%

25. Click (Enter) to validate your data entries.
26. Click (Save) to save the data entered on the Time tab. The system displays the message, "Position ######## Time Data Successfully Created."
27. Observe that you do not enter information on the **Cost** tab. The workflow process will include the Funds Approver, who will enter the budget information on this cost tab.

The Services for Object list icon is located at the upper left-hand corner of your screen. It is used to add notes to notify the Office of State Personnel (OSP) of your action. It may also be used to attach a file or a web link (URL) to the record. You may also attach a private note as a reminder to yourself the purpose for creating the action, to document resource data used in the information gathering process for the action or for numerous other reasons you may choose to document. Only the initiator can see private note. If you click the left side of the document, a menu tool bar is displayed. If you click the right side of the icon, only a drop-down list is displayed.

28. Click the right side of the Services for Object list icon to display the drop-down list and add a note to notify the Office of State Personnel (OSP) of your action.
29. Click **Create > Create Note** from the drop-down list. A dialog box is displayed.
30. You will be attaching notes to send to OSP regarding the request of the new position. Add a title and some notes to the dialog box to justify the position.
31. You also have the option of attaching documents. Select **Create > Create attachment** from the drop-down list or select the right side of the icon to display the toolbar.
32. Depending on where you clicked, an import file dialog box is displayed. Select any document in the list you wish to attach and click **Open** or click **Cancel** to continue.
33. To view the note you just created, click on the Services for Object tool icon . The Services for Object tool bar is displayed.
34. Click on the Attachment list icon to view a list of Notes or Attachments that have been saved to your request.
35. Click the green check mark to add your comments to the Position Request.
36. Click (Save) to save the note you just added for OSP.
37. Click Initiate Work Flow to initiate the workflow process. The system displays the message, "Workflow submitted for position: ######## PCR ID: ##########." The system also refreshes the Create New Position screen in display only mode.

    Notes:

    - Once you have initiated workflow, no additional changes may be made to the position until the entire workflow approval process has been completed in either the approved or rejected status.
    - If you do not initiate Workflow after you have saved the position record, you may access the Create New Position action using the Change mode. You must enter both the original validity dates and the system assigned position number.
38. **IMPORTANT**: Write the PCR ID number that was generated by SAP for your work flow item here: ________________________.

Instructions Part II – Process PCR as Funding Approver

The Agency Salary Control Officer (Agency Position Funding Approver) approves the position action after entering the cost distribution and position salary or they can reject the action.

1. Open a new SAP session and log using the **Funding Approver** ID and password.
2. From the Easy Access screen, click SAP Business Workplace .
3. Click the node beside Inbox Inbox to expand it.

4. Double click on Workflow to display the workflows to be approved.
5. Expand the first column to see the PCR numbers.
6. Select the PCR you want to review.
7. Double click to open.
8. Click each Tab (General, Address, and Time) to review for accuracy.
9. Click the Cost tab.
10. Click the Create/Update button and enter the information from the table below.

Field	Value
CoAr	NC01
Cost ctr	4612900000
Order	100000006265
Percentage	100
Fund	461290001

11. Click **Enter** and add the Budget Amt information from the table below.

Field	Value
Budget Amt	$20,115

12. Click  (Enter) to continue.
13. Click Save then click the green back arrow.
14. Click the Complete Work Item button.
15. Click the Approve Change option on the Decision on Workflow screen.
16. Log out as the Funding Approver.

NOTE: If needed, the OSBM Position Funding HR approves or rejects the position action. (This is necessary for all new positions and reestablished positions.)

NOTE: If needed the OSP Position Approver will approve or reject the position action.

Instructions Part III – Process Approved PCR as Agency Position Approver

Once approved the Agency Position Approver approves or rejects the position action.

1. Log on SAP using the **Agency Approver** user ID and password.
2. From the Easy Access screen, click SAP Business Workplace .
3. Click the node beside Inbox Inbox to expand it.
4. Double click Workflow. The PCRs that have been sent to you for approval are listed in the right column.
5. Select the PCR you want to review.
6. In the bottom section of the screen scroll down and click the link for the OM PCRxxxxxxxxxxxx (PCR number) that you want to review. The PCR Position Action Request screen is displayed.
7. Click Services for Object to review any notes that were entered by the Initiator. **NOTE:** The Services for Object button displays either an icon menu or a drop down menu depending upon whether you click on the right or left of the icon.
8. Select Attachment List. The Service: Attachment list pop-up is displayed.
9. Highlight the line item for the note, and select Display . The Display note pop-up displays with the note title and note information.
10. Click to close the Display note pop-up.
11. Click to close the Service: Attachment list pop-up. If necessary, close the Services for Object menu.
12. Click the back button to return to the Workflow screen.
13. With the applicable PCR still highlighted, click Execute (or double click the PCR line item). **Note:** If you double-clicked the PCR in Step 5, continue to the next step.
14. Click Approve Change. Observe that you can also cancel the PCR and keep it in your files, or reject it and send it back to the Initiator.
15. Click the back button to return to the Easy Access menu.
16. Enter PO13 in the Command field and click Enter.
17. Click the Active tab. Note that no data exists. The position is not active until BEST processes the final step.
18. Click the X in upper right to log off as the Approver. Click Yes at the Log off popup.
19. On the portal screen, click the Log Off link.
20. Click Yes when prompted if you are sure. The Welcome log on screen is displayed.

Instructions Part IV – Instructor Demonstration: BEST Shared Services Approval

Upon final approval notified by Workflow the BEST Shared ServicesApprover converts the position action to active status in SAP. SAPO will automatically send a record of the action to the Salary Control System for the necessary updates and reporting.

1. Log on SAP using the **BEST Shared Services Approver** user ID and password.
2. From the Easy Access screen, click SAP Business Workplace .
3. Click the node beside Inbox Inbox to expand it.
4. Double click Workflow. The PCRs that have been sent to you for approval are listed in the right column.
5. Select the PCR you want to review.
6. In the bottom section of the screen scroll down and click the link for the OM PCRxxxxxxxxxxxx (PCR number) that you want to review. The Create New Position – WORKFLOW WAITING FOR COMPLETION screen is displayed.
7. Click Services for Object to review any notes that were entered by the Initiator. **NOTE:** The Services for Object button displays either an icon menu or a drop down menu depending upon whether you click on the right or left of the icon.
8. Select Attachment List. The Service: Attachment list pop-up is displayed.
9. Highlight the line item for the note, and select Display . The Display note pop-up displays with the note title and note information.
10. Click to close the Display note pop-up.
11. Click to close the Service: Attachment list pop-up. If necessary, close the Services for Object menu.
12. Click the back button to return to the Workflow screen.
13. With the applicable PCR still highlighted, click Execute (or double click the PCR line item).
14. Click Approve Change line. Observe that you can also cancel the PCR and keep it in your files, or reject it and send it back to the Initiator.
15. Click the back button to return to the Easy Access menu.
16. Execute PO13 again. View the information on the Active tab. The position has moved from Planned to Active status. **Note:** It may take several minutes for the position to appear on the Active tab.
17. Click (Exit) to return to the SAP Easy Access screen.
18. On the portal screen, click Log Off link.
19. Click Yes when prompted if you are sure. The Welcome log on screen is displayed.

Questions

Answer the following questions:

Question 1

What is the effect if the wrong supervisor is selected in position relationships?

A

Question 2

What does the personnel subarea field mean for Time Management?

A

This exercise is complete.

2:5 – Exercise: Display a Position

ZOMA069

Scenario

Sally, the personnel analyst for Cultural Resources just called you to verify that the Employee Group, SPA Employees, was entered for the Building & Environmental Technician position that you just created. She was concerned that she inadvertently told you to use EPA Employees.

Instructions

Follow along with the Business Process Procedure (BPP) and use the steps and data presented below to complete the exercise scenario in the system.

1. Enter transaction code **ZOMA069**, for Position Actions, in the **Command** field and then click (Enter) to display the initial screen for the transaction.
2. Type or select **100**, for Create New Position, in the **Action** field.
3. Click (Enter) to continue. The screen is refreshed and displays additional fields.
4. Type or select the eight-digit position number generated by SAP for the Building & Environmental Technician position that you created in exercise 2.3.

Field	Value
Position number	________________From 2:3 – Exercise

5. Type or select the effective start date of the position action in the **Valid from** field in the mm/dd/yyyy format that you entered in Exercise 2.3. The default in the **Valid to** field is 12/31/9999. It cannot be changed.
6. Click (Display). The Create New Position – Display screen displays with the General tab active.
7. Verify that the **Employee Group** field value is SPA Employees.
8. Click the **Address** tab to verify the address information for each address subtype entered is correct.
9. Click the Time tab to verify that the time management settings for the position have been correctly entered.
10. Click (Exit) to return to the SAP Easy Access screen.

Questions

Answer the following questions:

Question 1

Why would Sally be concerned if the wrong Employee Group was selected?

A

Question 2

Was "EPA Employees" entered as the Employee Group for the position created in this exercise? What does "EPA Employees" mean? If the wrong Employee Group was entered, how would you change this?

A.

This exercise is complete.

2:6 – Exercise: Create a New Part-time Graded Position

ZOMA069

Scenario

The Marketing Department of the Department of Agriculture has requested the Administrative Assistant I position be created. The personnel analyst has met with the department manager and has determined that the position:

- Will be available the first day of the next calendar quarter.
- Is a permanent, part-time position working 24 hours per week.
- Is subject to FLSA overtime.
- Is described by the graded job (class) Administrative Assistant I.
- Is not a key position and will not be required to work during adverse weather or conditions of a serious nature that prohibit some employees from reporting to work.

Instructions

Follow along with the Business Process Procedure (BPP) and use the steps and data presented below to complete the exercise scenario in the system.

NOTE: You will **NOT** initiate Workflow in this exercise at this time.

1. If needed, log in as Initiator.
2. Enter transaction code **ZOMA069,** for Position Actions, in the **Command** field and then click (Enter) to display the initial screen for the transaction.
3. Type or select **100**, for Create New Position, in the **Action** field.
4. Click (Enter) to continue. The screen is refreshed and displays additional fields.
5. Type or select the effective start date of the position action in the **Valid from** field in the mm/dd/yyyy format. The position is effective on the first day of the next calendar quarter. The default in the **Valid to** field is 12/31/9999. It cannot be changed.
6. Click (Create). The Create New Position – CREATE screen displays with the General tab active.
7. Complete the following fields on the General tab:

Field	Value
Position	
Position abbr.	**8800XXXX0002** (Use agency required naming convention.)
Position Name	**Administrative Assistant I**

8. Accept the default selection for the **Open** radio button. This field indicates that the position is open and not held by an employee.

9. Complete these remaining fields on the General tab:

Field	Value
Company Code	**NC01**
Personnel area	**1001** for Agriculture Consumer Services
Business Area	**1000** for Agriculture and Consumer Services
Pers. Subarea	**7 day norm**
Employee Group	**SPA Employees**
EE subgroup	**Y1** for PT S-FLSAOT Perm
Hours per week	**24**
SOC Code	Will be grayed out and the value is inherited from the job (436010)
County Code	**Wake**
Position Types	**None**
Position Relationships	
Org Unit	**20001359** for the Marketing Department for the State Farmer's Market of the Department of Agriculture based in Raleigh (Agr Mkt Farmers Mkt & Mnt Fair Raleigh)
Job	**30000799** for Administrative Assistant I
Reports To	**60011611** for Assistant Director Agriculture Marketing Div

10. Click (Enter) to validate your data entries and to populate the Pay Grade tab.
11. Click (Save) to save the information entered on the General tab. The system displays the message, "Position ######## was successfully created" where ######## is the 8-digit position number that was assigned by SAP.
12. **IMPORTANT**: Write the position number that was generated by SAP for your position here: ________________________.
13. Click the **Address** tab to continue.
14. Select **Main Address** in the **Subtype** field.
15. Complete the following fields on the Address tab using title case letters for the data entry convention:

Field	Value
House no/street	1201 Agriculture St
PCode/City	27603 Raleigh
Country	USA (may default)
Region (State)	NC (may default)
Telephone number	919-733-7125

Field	Value
Fax number	919-733-9932

16. Click (Enter) to validate your data entries.
17. Click (Save) to save the information entered on the Address tab.
18. Click the **Time** tab to continue. The screen refreshes and displays the data fields required for time entry and payroll calculation rules. A position can have one or more of these three fields.

Field	Value
Overtime Compensation	
Comp Aging Limit	30 Days
Holiday Payout Period	
Comp Aging Limit	365 Days
Holiday Premium Rate	
Holiday Premium Rate	50%

19. Click (Enter) to validate your data entries.
20. Click (Save) to save the information entered on the Time tab.
21. Click the Services for Object list icon at the upper left-hand corner of your screen to add notes to notify the Office of State Personnel (OSP) of your action.
22. Create a note to add a note documenting who the information gatherer was for this request.
23. Add a web link (URL) to the record as well.
24. Click the green check mark to add your comments and URL to the Position Request record.
25. Click (Save) to save the note you just created for OSP.
26. For this exercise, **do not** initiate workflow.
27. Click (Exit) to return to the SAP Easy Access screen.

Questions

Answer the following question.

Question 1

You discovered that you did not include a courier address. What are the steps you need to perform to add the address to the record?

A

This exercise is complete.

2:8 - Exercise: Change a Position before Initiating Workflow

ZOMA069

Scenario

Bob, the personnel analyst for the Department of Agriculture, has emailed you the courier address for the Administrative Assistant I position you created in Exercise 2.6. He has also asked that you verify that the Org unit and Supervisor position numbers he provided to you earlier are correct.

Instructions

Follow along with the Business Process Procedure (BPP) and use the steps and data presented below to complete the exercise scenario in the system.

To verify Org unit and position numbers, perform these actions:

1. Click (Create New Session) button to open a second session of SAP.
2. Enter transaction code **PPOSE, for Organizational Staffing & Display,** in the **Command** field and then click (Enter) to display the initial screen for the transaction.
3. Search for the Org unit by using the Object ID by performing these actions:
   a) Expand the Org unit node.
   b) Click **Free Search**.
   c) Click the node next to **Key fields**.
   d) In the Value selection column, select the **Object ID** checkbox.
   e) Type the Object ID for the Org unit in the Value field. For this exercise type 20001359.
   f) Click the green check mark (Transfer hit list) to close the search window.
   g) If needed, click **Yes** to confirm the system performance message. The Org unit is displayed in the Selection area. For this exercise the Org unit **Agr Mkt Farmers Mkt & Mnt Fair Raleigh** is displayed.
   h) Double-click on the Org unit to display its structure in the Overview section.
   i) Click on the One Level Up button. Note the Org unit to which the position reports.
4. Click the Column Configuration button (on the far right).
5. Check Code and ID.
6. Click (Enter) to show the Organization ID and codes.

7. Verify that the IDs for the Org Unit and Chief position listed in the following table are correct.

Position Relationships	
Org Unit	**20001359** for the Marketing Department for the State Farmer's Market of the Department of Agriculture based in Raleigh (Agr Mkt Farmers Mkt & Mnt Fair Raleigh)
Reports to	**60011611** for Assistant Director Agriculture Marketing Div

8. Click (Back) to return to the SAP Easy Access screen of the current SAP session that you have open.
9. Toggle back to the first SAP session that you opened.

To change position information before you initiate workflow, perform these actions:

7. Enter transaction code **ZOMA069**, for Position Actions, in the **Command** field and then click (Enter) to display the initial screen for the transaction.
8. Type or select **100**, for Create New Position, in the **Action** field.
9. Click (Enter) to continue. The screen is refreshed and displays additional fields.
10. Type or select the eight-digit position number generated by SAP for the Administrative Assistant I position that you created in exercise 2.6.

Field	Value
Position number	________________From Exercise 2.6

11. Type or select the effective start date of the position action that you performed in Exercise 2.6 which is the first day of the next calendar quarter. The default in the **Valid to** field is 12/31/9999.
12. Click (Change). The Create New Position – Change screen displays with the General tab active.
13. Click the **Address**.
14. Select **Courier** in the **Subtype** field.
15. Click Get Address to clear the previously displayed address.

16. Complete the following fields on the Address tab using title case letters for the data entry convention:

Field	Value
House no/street	CS# 17-27-03
PCode/City	27704 Durham
Country	USA (may default)
Region (State)	NC (may default)
Telephone number	919-555-1212
Fax number	919-555-1313

17. Click (Enter) to validate your data entries.
18. Review the Services for Object note you created earlier. Click the right side of the Services for Object list icon .
19. Click **Attachment** in the drop-down list. A dialog box displays a list of notes created for this action.
20. Double-click on any of the notes in the list to display the text of that note.
21. Close the dialog boxes when you have reviewed the note.
22. Click (Save) to save the data entered on the Address tab. The system displays the message, "Position ######## Address Data Successfully Modified".
23. Click Initiate Work Flow to initiate workflow. The system displays the message, "Workflow submitted for position: ######## PCR ID: ##########." The system also refreshes the Create New Position screen in display, read-only mode.
24. **IMPORTANT**: Write the PCR number that was generated by SAP for your workflow item here: ________________________.
25. Click (Exit) to return to the SAP Easy Access screen.

Question

Answer the following question.

Question 1

When does the Change ( ) processing mode in the ZOMA069 transaction work for you?

A

This exercise is complete.

2:10 - Exercise: Create a New Part-time Banded Position

ZOMA069

Scenario

The Chief Deputy Attorney General of the Legal Services Branch of the Department of Justice has requested that a part-time Paralegal position be created. The personnel analyst has met with the department manager and has determined that the position:

- Will be available the first day of the next calendar quarter.
- Belongs to the DOJ Legal Services Branch Org unit.
- Is described by the Paralegal job.
- The SOC code provided by the personnel analyst is 232011.
- Reports to the Chief Deputy Attorney General, position number 60010462.
- Is located at the main address of 301 N Wilmington, Raleigh, NC 27699.
- Can be reached through the MSC 4301 courier route or at 919-716-6865.
- Select the Pay Grade level field to reflect the banded progression level CB to CB.

Instructions

Follow along with the Business Process Procedure (BPP) and use the steps and data presented below to complete the exercise scenario in the system.

1. Access the **ZOMA069**, for Position Actions, transaction and create the part-time Paralegal position using the information provided in both the scenario and the data table. You should initiate workflow once you have entered all of the data.

Data Table

Field	Value
Position	
Position abbr.	**8800XXXX0003**
Position Name	**Paralegal**
Company Code	**NC01**
Personnel area	**Justice**
Business Area	**Justice**
Pers. Subarea	**7 day Normal**
Employee Group	**SPA Employees**
EE subgroup	**Part time subject to FLSA, permanent (Y1)**)
Hours per week	**20**
SOC Code	Will be grayed out until you validate the job information
County Code	**Wake**
Position Types	**None**

NOTE: Be aware that when you perform a matchcode search, sometimes the search view can change. To see the possible search view choices, click on (Other search help) at the bottom of the search screen displayed. A pop-up box displays your search view choices. Click on the search you need. Your view will change to that search view.

2. You will need to search for the eight-digit ID code for Org Unit to which the position belongs and the ID code for Job that describes the position.
   a) Click in the Org Unit field and click the matchcode. Select the Abbreviation & Name tab.
   b) In the Name field, type ***Legal Services Branch***. (Don't forget the wildcards.)
   c) Click the green check mark (Enter) to search. DOJ Legal Services Branch is displayed in a pop-up box.
   d) Double click on the text to apply it to the Org Unit field.
   e) Repeat the steps for the Paralegal job.
3. Refer to the scenario for the data for the Reports To field.
4. Click (Enter) to verify your information on the General tab.
5. You are prompted to complete the SOC field. Click on the matchcode and select the code displayed.
6. Click (Enter) to verify your information.
7. Note that the Level field in the Pay Grade tab at the bottom of the screen is populated. Confirm that the levels are correct based on the information given in the scenario.
8. Save your request.
9. Enter a Holiday Premium Rate of **50%** on the Time tab.
10. Click Enter.
11. Save your request.
12. Add a Services for Object note for OSP.
13. Save your request.

    IMPORTANT: Write the position number that was generated by SAP for your position here: ________________________.
14. Initiate Workflow.

    IMPORTANT: Write the PCR number that was generated by SAP for your workflow item here: ________________________.
15. Click (Exit) to return to the SAP Easy Access screen.

NOTE: For instructional purposes you are not going to enter any address information for the position.

Questions

Answer the following questions.

Question 1

What is the Personnel area field code value for Justice?

A

Question 2

What is the eight-digit ID code for the DOJ Legal Services Branch org unit to which the position belongs?

A

This exercise is complete.

3:2 - Exercise: Display Position Infotypes (Single selection)

RE_RHDESC10

Scenario

Earlier today, you initiated the workflow for the Paralegal position that you created for the Department of Justice. You want to verify that the SOC code entered is correct. You can do this using the RE_RHDESC10, Display Infotypes, transaction to view the SOC code infotype screen.

Instructions

Follow along with the Business Process Procedure (BPP) and use the steps and data presented below to complete the exercise scenario in the system. Also, if required, refer to the Organizational Management Infotypes reference for the descriptions of all OM infotypes used by BEACON. This job aid is located on BEACON Help.

1. Add the Display Infotypes transaction to your favorites list on the SAP Easy Access screen. The menu path for this transaction is *Human Resources > Organizational Management > Tools > Object > RE_RHDESC10 – Display Infotypes*.
2. Accept **01** for Current Plan as the default value in the **Plan Version** field.
3. Select **S** for Position in the **Object type** field. (For this exercise, we want to display position infotypes, but you can also use this transaction to display other OM infotypes for jobs and Org units.)
4. Type or select the eight-digit position number that you created in 2:10 Exercise in the **Object ID** field.
5. Type or select **2**, for planned status in the **Object Status** field.
6. Type **9022**, for the SOC code in the **Infotype** field (look toward the bottom of the screen).
7. Click (Execute). In this exercise since you chose one infotype, 9022 for SOC code, the List Display SOC code screen is displayed.
8. Highlight the line with the record.
9. Select the infotype and click (Choose) to display the infotype screen. You can view historical records and future effective dated records. For this exercise the Display SOC Code screen displays. This screen is the infotype record.
10. Click to return to the previous screen.
11. Click (Exit) to return to the SAP Easy Access screen.

Questions

Answer the following question.

Question 1

How did the SOC code field get populated on the Display SOC Code screen?

A

This exercise is complete.

3:4 - Exercise: Display Position Infotypes (Multiple selections)

RE_RHDESC10

Scenario

Earlier today, you created these new positions:

- Building & Environmental Technician
- Administrative Assistant I
- Paralegal

Use the RE_RHDESC10, Display Infotypes, transaction to view the position relationships that are in planned status for all three positions you created.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the exercise scenario in the system. Also, if required, refer to the Organizational Management Infotypes reference for the descriptions of all OM infotypes used by BEACON. This job aid is located in BEACON Help.

1. Access the RE_RHDESC10, Display Infotypes transaction.
2. Accept **01** for Current Plan as the default value in the **Plan Version** field.
3. Select **S** for Position in the **Object type** field. (For this exercise, we want to display position infotypes, but you can also use this transaction to display other OM infotypes for jobs and Org units.)
4. Type or select the positions that you created earlier today in the **Object ID** field using the (Multiple selection) button. For this exercise, use the positions number that you created in 2:3, 2:6, and 2:10 Exercises.
5. Click the Copy button to copy all the position numbers to the transaction.

   NOTE: You will only see the first position number displayed, but the Multiple selection button will have a green marker indicating that additional numbers are included in the search.
6. Type or select **2**, for planned status in the **Object Status** field.
7. Select the **Relationships** infotype in the **Infotype** field by using your matchcode and selecting it from the menu.

   NOTE: If you leave this field blank, you may have difficulty progressing through the remainder of the screens as intended in this exercise.
8. Click (Execute) to display a list of the positions you entered in the Display Infotypes of an Object screen.
9. Click the Display Object Infotypes button to display the List the Display Relationships screen.

10. Click on the gray selector button to the left of the relationship that you wish to view and then click (Choose) to display the infotype screen. For this exercise the Display Relationship screen displays. This screen is the infotype record.
11. Verify that the three relationships (position, job, org unit) you entered for the position in a previous exercise are correct by scrolling through the records using the Next Record and Previous Record icons located at the left top of the screen.
12. Click to return to the previous screen (List Display Relationships).
13. Click again to return to the Display Infotypes of an Object screen to select a different position.

Questions

Answer the following questions.

Question 1

What are the relationships that exist in planned status for each position?

A

14. Repeat the steps above, but this time display all of the infotypes for your Paralegal position by using the Multiple Selection feature in the **Infotype** field. When the first infotype displays, use the back button to display the remaining infotypes.

These are the possible infotypes for a position.

Infotype Name	Infotype Code	Infotype Name	Infotype Code
Object	1000	Night Shift Premium	9007
Relationships	1001	Evening Shift Premium	9008
(optional) Description	1002	Weekend Shift Premium	9009
Planned Compensation	1005	Holiday Premium Rate	9010
Vacancy	1007	On-call	9011
Acct. Assignment Features	1008	Callback	9012
Full Time Equivalent	1011	Charge Object Assignment	9015
Employee Group/Subgroup	1013	Extended duty	9016
Cost Distribution	1018	Display Budget	9018
Address: Main, Mailing, and Courier	1028	Reference Position Number	9021
OM Actions	9000	SOC Code	9022
Overtime Compensation	9005	Position Types	9023
Holiday Payout Period	9006	Vacancy posting data	9025

Hint: Try entering these ranges and single values in the Multiple Selection for Infotype pop-up window:

- 1000 through 1018
- 1028
- 9000 through 9025

14. Click (Exit) to return to the SAP Easy Access screen.

Answer the following question.

Question 2

How do you know if the position existed in the Legacy system? (**Hint:** Infotype 9021)

A

This exercise is complete.

4:2 – Exercise: Reallocate a Position Up

ZOMA069

Scenario

A decision has been made to reorganize the Historic Preservation area of Cultural Resources, specifically the Historic Preservation/Restoration Specialist I position, Org unit ID 20010227. The Historic Preservation/Restoration Specialist I (grade 68) is being reallocated up to Historic Preservation/Restoration Specialist II (grade 70) position. Your agency's personnel analyst has asked you to perform the position action 103, Reallocate Position Up.

Instructions

Follow along with the Business Process Procedure (BPP) and use the steps and data presented below to complete the exercise scenario in the system.

1. Enter transaction code **ZOMA069**, Position Actions, in the command field and then click (Enter) to display the initial screen for the transaction.
2. Type or select **103**, for Reallocate Position Up, in the **Action** field, and then click (Enter). The screen is refreshed and displays additional fields.
3. Type or select the **position number** that is to be reallocated up in the **Position** field. See class data sheet for the position assigned to your student number.
4. Type or select the effective start date for the reallocation in the **Valid from** field in the mm/dd/yyyy format. For this exercise, type the first day on the next calendar quarter.
5. Accept the default value of 12/31/9999 for the **Valid to** field.
6. Click (Create). The Reallocate Position Up – CREATE screen is refreshed and now displays the General tab and Pay Grade tab with a New Values column.
7. Complete the following fields in the New Values column on the General tab:

General Tab	
Position Relationships	
Job	**Historic Preservation/Restoration SPE II** **Hint:** (search for the job number using the matchcode)
Reports To	**Archaeology & Historic Preservation Adm** (same Org Unit)
Employee Group/Subgroup	
Employee Group	**SPA Employee**
EE subgroup	**Full time subject to FLSA overtime, permanent (B1)**

8. Click (Enter) to validate your data entries and to populate the Pay Grade tab.
9. Save your request.
10. Add a Services for Object note for OSP.
11. Click (Enter) to validate.

Questions

Answer the following question.

Question 1

Did the Employee Group and EE subgroup change? If so why?

A

12. Save your request.
13. Click Initiate Work Flow to initiate workflow. The system displays the message, “Workflow submitted for position: ######## PCR ID: **********,” where ######## is the eight-digit position number and ********** is the SAP generated number for the position change request ID. The screen is refreshed to display in read-only view.
14. **IMPORTANT**: Write the PCR ID number that was generated by SAP for your work flow item here: ________________________.
15. Click (Exit) to return to the SAP Easy Access screen.

This exercise is complete.

4:3 - Exercise: Reallocate a Position Down

ZOMA069

Scenario

A decision has been made to reallocate down the temporary position Program Assistant IV to a temporary Processing Assistant II that belongs to the Grants and Communication region.Your agency's personnel analyst has asked you to perform the position action 104, Reallocate Position Down.

Instructions

Follow along with the Business Process Procedure (BPP) and use the steps and data presented below to complete the exercise scenario in the system.

1. Enter transaction code **ZOMA069**, Position Actions, in the command field and then click (Enter) to display the initial screen for the transaction.
2. Type or select **104**, for Reallocate Position Down, in the Action field, and then click (Enter). The screen is refreshed and displays additional fields.
3. Type or select the **position number** that is to be reallocated down in the **Position** field. See class data sheet for the position assigned to your student number.
4. Type or select the effective start date for the reallocation in the **Valid from** field. For this exercise type the first day on the next calendar quarter. Accept the default value of **12/31/9999** for the **Valid to** field.
5. Click (Create). The Reallocate Position Down – CREATE screen is refreshed and now displays the General tab and Pay Grade tab with a New Values column.
6. Complete the following fields on the General tab in the New Values column:

Field	New Values
Position Relationships Wildlife Fisheries	
Job	**Processing Assistant II** **Hint:** matchcode search (Abbreviation and Name tab in the Name field)
Reports To	**Historic Preservation/Restoration Supervisor** **Hint:** No change in "Reports To"
Employee Group/Subgroup	
Employee Group	**Supplemental Staff**
EE subgroup	**Temp FT S-FLSAOT (G8)**

7. Click (Enter) to validate your data entries and to populate the Pay Grade tab.

8. Click (Save) to save the information entered on the General tab. The system displays the message, "Re-Allocate Down for Position ######## Successfully Created" where ######## is the 8-digit position number that was assigned to your classroom user number.
9. Add a Services for Object note for OSP.
10. Click (Enter) to validate.
11. Save your request.
12. Click Initiate Work Flow to initiate workflow. The system displays the message, "Workflow submitted for position: ######## PCR ID: **********," where ######## is the eight-digit position number and ********** is the SAP generated number for the position change request ID. The screen is refreshed to display in read-only view.
13. **IMPORTANT**: Write the PCR ID number that was generated by SAP for your work flow item here: ______________________.

Questions

Answer the following questions.

Question 1

Based on your State experience, what have been some of the business reasons that you have encountered that have caused a position to be reallocated down?

A

14. Click (Exit) to return to the SAP Easy Access screen.

This exercise is complete.

5:2 – Exercise: Transfer a Position to another Agency

ZOMA069

Scenario

Due to expansion, a full-time Processing Clerk V position at Juvenile Justice is being transferred the fifteenth of next month to Cultural Resources. Your agency's personnel analyst has asked you to perform the position action 113, Position Transfer.

Instructions

Follow along with the Business Process Procedure (BPP) and use the steps and data presented below to complete the exercise scenario in the system.

1. Enter transaction code **ZOMA069**, Position Actions, in the **Command** field and then click (Enter) to display the initial screen for the transaction.
2. Type or select **113**, for Position Transfer, in the **Action** field, and then click (Enter). The screen is refreshed and displays additional fields.
3. Type or select the position number that is to be transferred in the **Position** field. See class data sheet for the position assigned to your student number.
4. Type or select the effective start date of the position action in the **Valid from** field in the mm/dd/yyyy format. Accept the default value of **12/31/9999** for the **Valid to** field.
5. Click (Create). The Position Transfer– CREATE screen refreshes with active fields displayed.
6. Complete the following fields in the New Values column:

Field	New Values
Org Unit	**CR CDS A&H HIS RES HPO Restoration Brnch** (matchcode search)
Reports To	**60083643**
Personnel Area	**4601**
Personnel Subarea	**NC01**
EE Group	**A SPA Employees**
EE Subgroup	**FT S-FLSAOT Perm (B1)**
County	**Wake**

7. Click (Enter) to validate your data entries.
8. Verify that the addresses are correct.

9. To add an address, perform these actions:
   - Select the subtype. For this exercise, select **Main**.
   - Click the Get Address button.
   - If information is shown in the fields, highlight and replace with the information below.

Field	Value
House no/street	**4617 MSC**
PCode/City	**27699 Raleigh**
Country	**US** (may default)
Region (State)	**NC** (may default)
Telephone number	**919-807-6582**

10. Click (Enter) to validate.
11. Click the **Time** tab to continue. The screen refreshes and displays the data fields required for time entry and payroll calculation rules.
12. Complete the following fields:

Field	Value
Holiday Payout Period	
Comp Aging Limit	**365** Days
Night Shift Premium	
Night Shift Prem Rate	**10**%
Holiday Premium Rate	
Holiday Premium Rate	**50**%

13. Click (Enter) to validate.
14. Click (Save) to save the information entered on the Time tab.
15. Add a Services for Object note for OSP.
16. Click (Enter) to validate.
17. Save your request.
18. Click Initiate Work Flow to initiate workflow.
19. **IMPORTANT**: Write the PCR ID number that was generated by SAP for your work flow item here: ________________________.

Questions

Answer the following questions.

Question 1

Assume the position transfer action has been approved and now the infotypes are in active status. What SAP transaction would you use to see the position in the organizational structure?

A

20. Click (Exit) to return to the SAP Easy Access screen.

This exercise is complete.

5:4 - Exercise: Change the Employee Group and Employee Subgroup Assigned to a Position

ZOMA069

Scenario

Funding has been secured to change the part-time **Historic Preservation Reso RA SUPVR** position to full-time status. This event necessitates a change to the Employee Group and Employee Subgroup assigned to the position. Your agency's personnel analyst has asked you to perform the position action 116, Position Employee Group/Subgroup change.

Instructions

Follow along with the Business Process Procedure (BPP) and use the steps and data presented below to complete the exercise scenario in the system.

1. Enter transaction code **ZOMA069**, Position Actions, in the **Command** field and then click (Enter) to display the initial screen for the transaction.
2. Type or select **116**, for Position Employee Group/Subgroup Change, in the **Action** field, and then click (Enter).
3. Type or select the position number that is to be changed in the **Position** field.
4. Type or select the effective start date of the position action in the **Valid from** field in the mm/dd/yyyy format. The position is effective on the first day of the next calendar quarter.
5. Accept the default value of **12/31/9999** for the **Valid to** field.
6. Click (Create). The Position Employee Group/Subgroup – CREATE screen is refreshed with active fields displayed.
7. Complete the following fields in the New Values column:

Field	New Values
Weekly Work Hours	**40**
EE Group	**SPA Employees**
EE Subgroup	**FT S-FLSAOT Perm (B1)**
Overtime Compensation	
Comp Aging Limit	**30 Days**
Holiday Payout Period	
Comp Aging Limit	**365 Days**
Night Shift Premium	
Night Shift Prem Rate	**10%**

Holiday Premium Rate	
Holiday Premium Rate	**50%**

8. Click (Enter) to validate your entry.
9. Click (Save) to save the information entered on the Time tab.
10. Add a Services for Object note for OSP.
11. Click Enter.
12. Save your request.
13. Initiate workflow.
14. **IMPORTANT**: Write the PCR ID number that was generated by SAP for your work flow item here: ________________________.

Questions

Answer the following question.

Question 1

Provide two examples of events that would cause the Employee Group/Employee Subgroup values to change?

A

15. Click (Exit) to return to the SAP Easy Access screen.

This exercise is complete.

5:5 – Exercise: Change the County Assignment for a Position

ZOMA069

Scenario

Change the Wake County assignment to Durham County for a **Historic Preservation/Restoration Specialist II** in Cultural Resources org unit. Your agency's personnel analyst has asked you to perform the position action 122, Position County Change.

Instructions

Follow along with the Business Process Procedure (BPP) and use the steps and data presented below to complete the exercise scenario in the system.

1. Enter transaction code **ZOMA069**, Position Actions, in the **Command** field and then click (Enter) to display the initial screen for the transaction.
2. Type or select **122**, for Position County Change, in the **Action** field, and then click (Enter). The screen is refreshed and displays additional fields.
3. Type or select the position number that is to be transferred in the **Position** field. See class data sheet for the position assigned to your student number.
4. Type or select the effective start date of the position action in the **Valid from** field in the mm/dd/yyyy format. The position is effective on the first day of the next calendar quarter. Accept the default value of **12/31/9999** for the **Valid to** field.
5. Click (Create). The Position County Change– CREATE screen refreshes again with active fields displayed.
6. Complete the following field in the New Value column:

Field	Value
Position	
County Code	**Durham**

7. Click (Enter) to validate your entry.
8. Click (Save) to save the information you entered.
9. Add a Services for Object note for OSP.
10. Click (Enter)
11. Initiate workflow.
12. **IMPORTANT**: Write the PCR ID number that was generated by SAP for your work flow item here: ________________________.

Question

Answer the following question.

Question 1

List two reasons why it is important to enter the correct county code for the position.

A

-

14. Click  (Exit) to return to the SAP Easy Access screen.

This exercise is complete.

5:6 - Exercise: Change the Title of a Position

PO13

Scenario

A request has been made to change the working title for the **Office Assistant III** position. The working title is **Salary Administrator**. Your agency's personnel analyst has asked you to perform the Position Title Change.

Instructions

Follow along with the Business Process Procedure (BPP) *Change Position Working Title IT 1000* and use the steps and data presented below to complete the exercise scenario in the system.

1. Type or select the position number that is to be changed in the **Position** field. See class data sheet for the position assigned to your student number.
2. Click (Enter) to display the position record. For purposes of this exercise, the Office Assistant III is displayed.
3. Select **Object** infotype.
4. Click (Create). The Create Object screen is displayed. The system message indicates that this object already exists.
5. Complete the following fields:

Field	New Value
Position	
Valid from	The first day of the next calendar quarter
Valid to	Accept the default value of 12/31/9999
Object abbr.	**8800XXXX0005**
Object Name (Working Position Title)	**Salary Administrator_XX,** where XX is your initials.

6. Click (Enter) to validate your entries.
7. Click (Save) to save the information entered.
8. Click Yes on the delimit popup.
9. Add a Services for Object note for OSP.
10. Click (Enter), then Save your request.

14\. Click (Exit) to return to the SAP Easy Access screen.

This exercise is complete.

6:2 - Exercise: Display Status and Other Useful Information for a Position

S_AHR_61016532

Scenario

You have performed several position actions today and the last item on your "to do" list is to search for information about the action performed on a position while you were on vacation. You need to find out:

- Which position action was performed?
- When the action was performed?
- What PCR number was generated by SAP?
- What the status is of the workflow item?

You can use the S_AHR_61016532, Infotype Reporting transaction to capture this information.

Instructions

Follow along with the Business Process Procedure (BPP) and use the steps and data presented below to complete the exercise scenario in the system.

1. If it is not already in your Favorites, add the Infotype Reporting transaction to your favorites list on the SAP Easy Access screen and open it. The menu path for this transaction is *Human Resources > Organizational Management > Info Systems > General > S_AHR_61016532 – Infotype Reporting*.

Data Table

Field	New Value
Plan version	**01** for Current Plan
Object type	**S** for Position
Object ID	Use the Position number from the data sheet for exercise 5.4
Object Status	**2** for Planned
Reporting period	Select the **All** radio button
Infotype	**9000** for OM Actions
Display checkbox	Check **Infotype field selection.** (This indicator allows you to select specific fields to be displayed on the report.)

2. Click (Execute) to continue. The Choose Infotype Fields (Screen 6000) is displayed with a list of all available fields selected.

3. Click (Deselect All) button to clear the default selections. This is an **IMPORTANT** step to narrow the contents of the report. If you run the report for all fields, the system performance is greatly impacted.

4. Click the gray selector button to the left of the infotype fields that you want to display. For this exercise click these rows:
   - Type of Action (By selecting this indicator/field the position action number will display in the report.)
   - PCR ID (By selecting this indicator/field the PCR number that was generated when workflow was initiated for the position action will display in the report.)
   - Workflow status (By selecting this indicator/field the status of the workflow item will display in the report. The status are "N" for in process, "R" for rejected (back to initiator), and "C" for complete.)
5. Click (Enter) to continue. The Infotype Reporting screen is displayed listing multiple records for the position. For this example, these four rows are displayed:
   - The first (top row) record is the "lead" record. This record tells you how many OM Actions have been performed on the position. For example, "With 1 OM Actions" means that 1 OM Action has occurred.
   - The second row provides the code for the action that was performed.
   - The third row provides the PCR number for the action.
   - The fourth row provides the Workflow Status.

Questions

Answer the following questions.

Question 1

What is the name of the position?

A

Question 2

Which OM action has been performed?

A

Question 3

What is the validity date for the OM action that was performed?

A

Question 4

What PCR number was generated by SAP?
A

Question 5

What is the status is of the workflow item?
A

You can also append this report to show the status of the selected infotypes. For this exercise we chose to display only the OM Actions (IT 9000) infotype. To display the infotype status on the report, perform the steps below.

6. Click (Change Layout) button. The Change layout pop-up window opens in front of the screen.
7. If needed, click the **Sort Order** tab. You can also choose which columns to display or hide.
8. Select or highlight **Status** in the Column Name table under Column Set.
9. Click the (Add sort criterion) button. This moves Status under the Column Name table under Sort criteria/Subtotals.
10. Click (Transfer). The Pop-up window closes and the Status column has been added to the Infotype Reporting screen.

Answer the following question.

Question 6

What does the infotype planned status tell you?
A

Bonus

You can view the selected infotype by performing these actions:

11. Click (Object Description) to display the infotype screen.

12. Once the infotype record you want to view is selected, click Details icon to display the infotype screen. You can view historical records and future effective dated records) For this exercise the Details screen is displayed. This screen is the infotype record.

13. Close the Details screen.

14. Click to return to the previous screen.

15. Click (Exit) to return to the SAP Easy Access screen.

This exercise is complete.

6:4 - Exercise: Display Job, Job Branch, and Job Family Infotypes

RE_RHDESC10

Scenario

You want to view the jobs (classes) that are included in the Legal job branch which is part of the Administration and Management job family. You also need to verify the pay grade and midpoint for the Paralegal position. Use the RE_RHDESC10, Display Infotypes transaction to inquire on these objects.

Instructions

Follow along with the Business Process Procedure (BPP) and use the steps and data presented below to complete the exercise scenario in the system.

1. Access the RE_RHDESC10, Display Infotypes transaction. The Display Infotypes of an Objects screen is displayed.

Data Table

Field	New Value
Plan version	**01** for Current Plan
Object type	**30** for Job Branch
Object ID	**80000008**
Object Status	**1** for Active
Data Status	**1** for All existing (Click the Data Status button that follows Object Status field to display Data Status field.)
Evaluation Path (Structure Parameters)	**Z30_C** (to identify the search parameter requesting all the Job classes assigned to the Legal Job Branch)

2. Click (Enter) to continue.
3. Click the (Execute) button to display the list of records in the SAP database for the selected object.

Question 1

What do the columns PV and OT show? How does this help you?

4. Click on the Paralegal I (30000744) job class to highlight the text.
5. Click Display Object Infotypes to display the Object.
6. Click the gray selector button to the left of the infotype record to select it.
7. Click (Object Description) to display the Object infotypes available for the Paralegal I job class.

Question 2

Which infotypes have been created for the Paralegal I job?

A

---

8. Click the gray selector button to the left of the Relationship infotype record to select it.
9. Once the infotype record you wish to view is selected, click the (Overview) button to view the infotype screen. For this exercise the List Display Relationship screen displays.
10. Click the gray selector button to the left of the record you wish to view.
11. Click the Choose icon.
12. Click the (Next record) button to scroll through each job record.

Question 3

What is the pay grade and salary range for the Paralegal I job?

A

---

13. To see a list of all jobs in the job branch, perform these actions:
    - Click the (Back) button to return to the previous screen which is the Display Object screen.
    - Select the Relationships object.
    - Click the (Overview) button to view the List Display Relationships screen which lists the job family and all jobs associated with the Legal job branch.
14. Click the (Back) button until you return to the Display Infotypes of an Object data entry screen.
15. Repeat the appropriate steps above and display the infotypes for the Paralegal job.

    Hint: You will need to change the Object type field to **C** for job and search for the object ID for the paralegal job. You will also need to delete the evaluation path code.

16. For further practice, view the job infotypes.

Infotypes to be viewed
Object
Relationships Job Family Job Branch
Description
Planned Compensation

17. Click (Exit) to return to the SAP Easy Access screen.

This exercise is complete.

CR:1 - Course Review: Create a Full-time Graded Position

ZOMA069 and RE_RHDESC10

Instructions

Use the steps and data presented below to complete the exercise scenario in the system.

Scenario

The Western office of the History Department of Cultural Resources (CR CDS A&H HIS RES WESTERN OFFICE) has requested more building and environmental technicians. The new position should be named Building & Environmental Technician.

- Will be available the first day of the next calendar quarter.
- Permanent, full-time position working forty hours per week.
- Subject to FLSA overtime.
- Is described by the job (class) of the same name.
- Reports to the Archives and History Regional Supervisor. (*Hint: Open new session. Use PPOSE to search for the Archives and History Regional Supervisor position in the Western office of the History Department of Cultural Resources.)*
- Is in the SPA Employees employee group.
- SOC code is 372010
- Is located in Buncombe County at 2600 Tunnel Rd, Asheville NC 28804. The phone number is 828-444-1212. The courier route is CS#17-27-37, Asheville NC 28804. Fax number is 828-444-1313.
- Is eligible for the 50% holiday premium.
- Is eligible for 10% night shift premium rate.
- Is designated a non key position.

Instructions

Follow along with the Business Process Procedure (BPP) and use the steps and data presented below to complete the exercise scenario in the system.

1. Access the **ZOMA069**, for Position Actions, transaction and create the full-time Networking Analyst position using the information provided in the scenario. Initiate workflow once you have entered all of the data.

   Hint: You may need to open a second session and use PPOSE to search for the organizational unit and reporting supervisor codes to enter on the General tab in your original session.
2. **IMPORTANT**: Write the position number that was generated by SAP for you position here: ________________________.
3. **IMPORTANT**: Write the PCR ID number that was generated by SAP for your work flow item here: ________________________.

Question

Answer the following questions.

Question 1

What infotypes were created in planned status for this position?

A

Question 2

What transaction displays the infotypes created for this position?

A

Question 3

To which organizational unit does the position belong?

A

Question 4

What is the 8-digit code for the supervising position (the reports to relationship)?

A

Question 5

To which Personnel subarea does the position belong?

A

18. Click (Exit) to return to the SAP Easy Access screen.

This exercise is complete.